Microsoft® SharePoint® Modern Experience: Site Owner with Microsoft Forms and Flow

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Microsoft SharePoint is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added and configured. In this course, participants will learn how to create, configure, and manage SharePoint sites so that their team or organization can share information and collaborate effectively.

NOTE: The skills covered in this course are appropriate both for Site Owners who work in environments with SharePoint Online servers and for those using on-premises SharePoint servers in Modern Experience mode.

Target Audience

This course is intended for:

- Existing Microsoft SharePoint site users who will create and manage SharePoint team or communication sites in SharePoint Online or SharePoint 2019.

Prerequisites

To attend this course, candidates must have:

- Basic end-user skills with Microsoft Windows 10 and later, and any or all the desktop applications in the Microsoft Office suite, plus basic competence with Internet browsing.
- Basic SharePoint site user skills such as the ability to access and use documents and apps on a typical SharePoint site. Candidates can obtain this level of skills and knowledge by taking the following Microsoft courses:

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Microsoft Partner

Prerequisites *Continued*

- o *Using Microsoft Windows® 10* or *Microsoft® Windows® 10: Transition from Windows® 7.*
- o Any or all the courses in the Microsoft Office 2016 or Office 2019 curriculum.
- o *Microsoft SharePoint Modern Experience: Site User.*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Create a SharePoint team site and a communication site, perform basic content management tasks on SharePoint sites, and configure workflows with Forms and Flow.
- Create and configure new SharePoint sites.
- Create and configure document libraries.
- Create and configure lists.
- Assign permissions and access rights.
- Create and configure a communication site.
- Implement workflows with Forms and Flow.

Course Topics

Module 1: Creating and Configuring a New Site

- Create a Site in SharePoint
- Configure Site Look and Layout

Module 2: Creating and Configuring Document Libraries

- Create Document Libraries
- Configure File Versioning and Checkout
- Configure Content Approval

Module 3: Creating and Configuring Lists

- Add List Apps to a Site
- Create Custom Lists
- Create Calculated and Validated Columns

Module 4: Assigning Permissions and Access Rights

- Secure Sites with Permissions
- Secure Apps, Documents, and Files

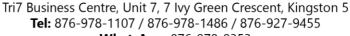### Module 5: Creating and Configuring a Communication Site

- Create a Communication Site
- Configure a Communication Site

Module 6: Implementing Workflows with Forms and Flow

- Capture Data with Forms
- Store Form Data in SharePoint with Flow
- Automate Business Processes with Forms, Flow, and SharePoint

ACTIVITIES INCLUDED